



STATE
OF
GEORGIA

Application for RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

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1. Application Date		INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.		FOR RECORDS MANAGEMENT DIVISION USE			
2. Agency Application No.				Date Received	Application No.	Date Completed	
3. AGENCY, Division, Subdivision & Administering Office Address Transportation Agency Budgeting No. 2 Capitol Square Atlanta Ga 30334		4. Person to Contact Martha Jacobs		NOV 29 1972		371 DEC 4 1972	
5. Working Title Accountant II		6. Tel. No. 656-5237					
7. ACTION REQUESTED							
<input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED.							
8. Inclusive Dates 1970- to date		9. EXACT SERIES TITLE Activity Ledger File					
10. What is the function of the office in which this record series is created The function of the office in which this record series is created is one of control, review and supervision of funds allotted and expended by the various types of activities.							
11. DESCRIPTION OF SERIES - Include Form No. & Form Title, if any and file arrangement Fund Control by Activity File - A multicolumnar chronologically arranged document which displays funds allotted, funds expended, and balances on a monthly and year-to date basis by the type of Activity which is involved.							
12. EQUIPMENT OCCUPIED		No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION		No. of Drawers	Cu. Ft. of Records
Letter-size File Drawers						1/6	
Legal-size File Drawers				Floor Space Occupied (Square Feet)		In Office(s) In Storage Area(s)	
Shelving			2			This Year's	Last Year's
				AVERAGE DAILY REFERENCES		5	1
						0	0

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☒ ☐
14. Is there a duplication of this series in another office or agency? ☐ ☒
15. Is the information contained in this series ever summarized or published? ☒ ☐
16. Does the series contain classified information requiring security handling? ☐ ☒ *The records series itself is a summary of funds allotted and expended over various periods of time.*
17. Does the series document policies and procedures of agency's operation or function? ☐ ☒
18. Could the function be performed if the files were lost or destroyed? ☐ ☒
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ ☒
20. Does the record series provide data as input to an EDP file? ☐ ☒
21. Does the record series contain documentation produced as EDP printout? ☐ ☒
22. Is the series affected by Federal or grant funds? ☐ ☒
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☐ ☒

24. REQUIREMENTS. The following requires the files to be kept 1 years:

- a. ☐ STATE LAW b. ☐ STATUTE OF LIMITATION c. ☐ AUDIT PERIOD d. ☐ FEDERAL LAW e. ☐ ADMINISTRATIVE DECISION f. ☐ HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)

The series is needed for control, analyzation, review and supervision for one year.

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each ☐ CALENDAR YEAR ☒ FISCAL YEAR ☐ OTHER, then:

A. ☐ Destroy immediately after cut off.

B. ☐ Hold in current files area month(s)/ year(s), then:

1 ☐ Destroy.

2 ☐ Transfer to records center; hold year(s), then:
 Destroy.

3 ☐ Destroy after audit (or year(s) after audit).

C. ☐ Hold in current files area indefinitely.

D. ☐ Hold in current files area year(s), then transfer to Archives permanently.

E. ☒ Other Hold in the current Files area one year or until after the annual audit

whichever is latter; then, destroy.

(Indicate briefly rationale for recommendations above/or write additional remarks):

Retention time should be ample to satisfy administrative needs.

Attach Samples of the Series

Records Management Officer

Date

26. Recommendations in Paragraph 25 are:	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>John J. Kitchens</i>	<i>8-9-72</i>
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>William M. Dean</i>	<i>11-29-72</i>
	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Carroll Hart</i>	<i>11-28-72</i>
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>W. B. H. H. H.</i>	<i>12-1-74</i>